

**SUMMARY REPORT
SOPPs COMMITTEE MEETING
KEY WEST, FLORIDA
JUNE 12, 2011**

The SOPPs Committee met the afternoon of June 12, 2011 in Key West, Florida. The minutes from the March 2011 SOPPs Committee were approved. The Committee received presentations on the following agenda items:

1. Review changes to SOPPs

Mr. Mahood noted that the SOPPs provided in Attachment 1 were developed using the final SOPP rule and the Model SOPPs provided by NMFS.

Additionally, Mike Collins has incorporated the individual items the Council approved by consensus at the March meeting, as well as new language under "Procedure for Proposed Regulations". The Committee reviewed and approved the new language and then voted to approve the Council SOPPs as modified.

2. Review SSC and AP policies

The Committee then reviewed the SSC and AP policies. The only proposed change to the SSC policy was to include a provision requiring SSC members to include a completed financial disclosure form when applying for a position on the SSC. The committee voted to approve the SSC policy with this modification.

The only proposed change to the AP policy was to incorporate language to address the SEDAR Advisory Panel Pool. The Committee voted to approve the new language proposed by staff with a modification that clarifies that all duly appointed advisory panel members are included in the SEDAR pool and are eligible to be appointed to a SEDAR panel. The committee voted to approve the AP policy with this modification.

Bob pointed out that the SSC and AP policies are appendices to the Administrative Handbook as opposed to the SOPPs. This was done so these policies could be more easily modified in the future if necessary.

3. Approve changes to the Administrative Handbook

Bob presented the proposed changes to the Council's Administrative Handbook to the Committee. There were a number of proposed changes that elicited comment and discussion. They included: proposed changes relative to the Executive Director reporting to the Chairman instead of the Personnel Committee or Executive Committee in certain instances; the policy on staff working at home; combining the Executive and Finance Committees into one committee; the policy on excessive travel costs; and deleting the telephone credit card policy. The Committee voted to remove the language (paragraph) relative

to the policy on staff working at home and indicated it should be left up to the discretion of the Executive Director. Additionally, Chairman Cupka pointed out that we need to add additional administrative committees to the Council committee list. It was agreed the Executive Director would work with the Chairman to update the committees list in the Administrative Handbook. The Committee voted to approve the changes to the Administrative Handbook as modified.

COMMITTEE APPROVED MOTIONS

Motion #1: Approve the SOPPs document as amended.

Motion #2: Approve the SSC policy as amended.

Motion #3: Approve the AP policy as amended.

Motion #4: Remove the language (paragraph) relative to the policy on staff working at home and leave this up to the discretion of the Executive Director.

Motion #5: Approve the Administrative Handbook with the recommended changes.